

17 June 1977

MEMORANDUM FOR THE RECORD

SUBJECT: Classification by Paragraph Procedures

1. A briefing was given on 10 June 1977 by [] to DDA secretaries on the new classification by paragraph procedures. This procedure was established by E.O. 11652 and is a required practice. The DDA has the authority to grant exceptions.

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2. This procedure is to be used on all narrative papers. It is not necessary to follow this practice on forms, statistical listings, etc. If a document is unclassified or just has a control marking (Admin-Internal Use Only or For Official Use Only), it is not necessary to mark each paragraph.

3. The two places where a classification marking is required are the subject line and all paragraphs. The DDA will use these typing procedures: after paragraph number space twice, parenthesis, classification marking, parenthesis, one space and start typing paragraph. Put classification marking (if required) after the subject.

SAMPLE

1. (C) X X X X X X X X X

4. In the case of subparagraphs, it is not necessary to mark each subparagraph if the general paragraph is marked unless the classification of a subparagraph is higher than that of the general paragraph. If a document is prepared in the DCI format (Action Requested, etc.), put the marking in front of the actual paragraph.

SAMPLE

1. (C) Action Requested: X X X X X X X

2. Background:

a. (S) X X X X X X X X

b. (C) X X X X X X X X

5. If a document is unclassified but the person signing it is under cover, the overall classification is Confidential and the subject and each paragraph is marked (U). There is no marking after the person's name.

6. The overall classification of a document is determined by the highest classification given to a paragraph in that document.



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